

Town of Caledon

make a difference



Job Title: Manager, Communications
Closing Date: August 27, 2024 12:00pm

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Commissioner of Corporate Services and Chief Legal Officer, this role is responsible for providing leadership to advance the strategic communications initiatives of the Town. The position is responsible for internal and external communications; media relations; and executive-level strategic counsel and support. The Manager of Communications will demonstrate political acuity and an understanding of the role of municipal and regional government as well as the changing needs of the community.

As the Manager, Communications, you will perform the following duties, including but not limited to:

- Manage, oversee, and approve all communication from the Town of Caledon administration and from time to time the political office. This includes media relations, crisis management, graphic outputs including content management for electronic and print communications including website content, media responses, social media, and print marketing material.
- Develop and deliver a communication strategy that includes goals, budget, and tactics for internal and external stakeholders. Establish measures for tracking the success of this strategy and identify areas of continuous improvement.
- Manage corporate internal communication efforts, including cultivating a corporate culture that values communications that are client focused, easy to understand and promote transparency. Work with the Corporate Leadership Team to reinforce and communicate messages related to the corporate vision, ensure internal communications support and are in alignment with corporate direction.
- Responsible for corporate communications standards and training, corporate graphic standards, and brand management.
- Manage staff assigned to perform work and activities including technical direction, training recommendations, coaching and mentoring as well as provide input to the career development of



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assigned staff. Ensure the team is adequately resourced and performing effectively by monitoring outputs.

The Ideal Candidate

We are seeking a professional with a post-secondary diploma in Communications or a closely related field. Our ideal candidate has seven (7) years of experience in a strategic communications role and three (3) years within a leadership role.

The ideal candidate will have demonstrated ability to lead the development of strategic communications functions including issues management, crisis management, public relations, media relations, etc. We are seeking an individual with superior communication planning skills, a demonstrated ability to make decisions involving multiple routine tasks, affecting department level, and excellent project management, leadership, and team-building skills.

The successful candidate for Manager, Communications will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$107,888.29 - \$132,218.17 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **August 27, 2024 at 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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